

Home Care Aide Certification Checklist for Individual Providers

Requirements Under the Law:

You must complete **75** hours of training (Includes 5 hours of orientation and safety) within **120** days of your hire date (open service authorization) and become a Certified Home Care Aide within **200** days of hire. If you do not meet these deadlines you cannot continue to be paid. Use the following RECOMMENDED timelines and checklist to meet deadlines.

You will work with staff to begin the process to be hired as a Home Care Aide



Check each Box when completed.

- ☐ Complete a Name and Date of Birth background check at the time of contracting.
- ☐ An OCA#, which you need for your **Department of Health Application**, will be generated on the Fingerprint appointment form you get at contracting. **Keep this form** and write the OCA# here: _____
- ☐ You will arrange to have Fingerprint taken. Write the appointment time here: _____
- ☐ **Before you provide care:** Watch the 5 hour DVD, *Safety & Orientation Training*, confirm by calling 1-866-483-1397 automated system. Have ready last 4 digits of your SSN and your confirmation code from the Training Partnership. You will be mailed a Welcome Letter from The SEIU Healthcare NW Training Partnership, read it for directions.



Step 1: You submit a Department of Health (DOH) Certification Application

- ☐ **Complete by 14 days from hire:** Apply to the DOH for certification. Submit a DOH [HCA Certification Application](#). The OCA# from the finger print appointment form must be on the DOH application. You will be mailed a **Welcome Letter** from The NW Training Partnership, read it carefully for directions to send in your application. **Do NOT pay fees.**
- ⇒ *You are assigned a 10 digit DOH credential # (begins with HM). You need this # for your Prometric application. Find your DOH credential number on the DOH website by clicking on "[Provider Credential Search](#)". # _____*
- ☐ If you are limited English proficient (this means your ability to read, write or speak English is limited) you may qualify for an additional 60 day provisional certification. You must indicate this on the initial DOH application to qualify.



Step 2: You register for Training with the SEIU Healthcare NW Training Partnership

- ☐ **Do this by 14 days from hire:** Register for the 70 hour basic training through the NW Training Partnership website (www.myseiubenefits.org) or call the Membership Resource Center at 1-866-371-3200.
- ☐ **Recommend you complete by 60 days from hire:** Complete your training as soon as possible to ensure you get classes in the area where you live and in time to meet testing and certification deadlines.
- ☐ Once 75 hours of training is complete, a copy of your Certificate of Completion from the Training Partnership will be automatically sent to DOH by the Training Partnership.



Step 3: You submit a Prometric Candidate Application to schedule your test

- ☐ **Once training is scheduled:** Apply to Prometric to take the HCA written and skills certification exam. Submit an [Application Form For WA State HCA Examinations](#). Follow the directions in your **Welcome Letter** and see back of flyer for address and directions. **Do NOT send money.**
- ⇒ *Use the DOH assigned 10 digit credential number above in Step 1 as the candidate ID number requested on this form.*
- ⇒ *The HCA skills exam can be taken in 13 languages including English. The written exam can be taken **orally in English or in any of these languages**. See back of flyer for instructions and the list of languages.*



Step 4: Complete training and testing then DOH will determine Home Care Aide Certification

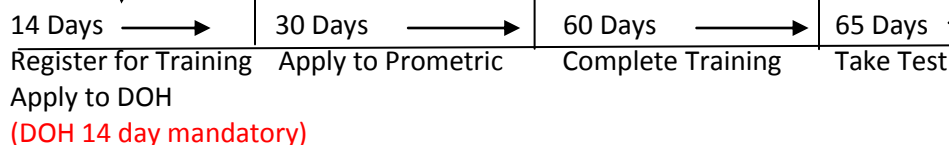
- ☐ You must complete 75 hours of training prior to taking the written and skills test through Prometric. Set your testing date based on your expected completion date for training. Once you complete training take your test as scheduled. Write test date here. _____
- ☐ If you must miss the exam time written above; reschedule your exam immediately. *If you fail the exam, reapply immediately to Prometric to retest. You can take the failed portion of the test twice. You must pay a fee for each retest.*
- ☐ If DOH has issued your credential, the DOH website will show you as "Active". See back of flyer for website addresses.

See back of flyer for websites, mailing addresses, contact information and helpful tips →

The deadline to complete testing and certification as a HCA is 200 days from hire. *The service begin date is the first date that you provide care with an open service authorization notice you receive from SSPS. This is the first day you are hired.*
The 120 days to complete basic training starts from the service begin date which is your hire date.

Give yourself the best chance of meeting mandatory deadlines!

Recommended



Mandatory Deadlines

120 days for training
200 or 260 certification

Allows time to complete training by the 120th day and certification by the 200th day or Provisional certification by the 260th day for Limited English Proficiency.

If You Don't Meet Training and Certification Deadlines



- You **CANNOT** be paid to provide care.
- You **MUST** pay for any remaining training yourself.

How to Take the HCA Exam in Other Languages

To take the HCA exam in Spanish, Russian, Vietnamese, Korean, Chinese, Cambodian, Laotian, Samoan, Somali, Ukrainian, Tagalog or Arabic check the language desired on the Prometric HCA Exam Application. To take the written test orally in English or one of these languages, check "Oral Exam and Skills exam" under "First Time Tester" on the HCA Application. If you choose an oral test, the computer reads the question and answer choices out loud to you.

HCA Credentialing Information

Who	Telephone and Fax	Mailing Address	Email
DOH	HCA Credentialing Coordinator (360) 236-2700 DOH Customer Service (360) 236-4700	Mail application to: Do Not include Fee DOH Home Care Aide Credentialing P.O. Box 1099 Olympia, WA 98507 Mail other documents NOT sent with initial application to: DOH Home Care Aide Credentialing P.O. Box 47877 Olympia, WA 98504	Homecareaiders@doh.wa.gov
Prometric	From 9/1 through 10/31: MAIL APPLICATION to BSI Do Not send Fees Benefit Solutions Inc. PO Box Mukilteo, WA 98275 Phone: 877-959-6274 Fax 1-866-863-8177	On and after 11/1/13: Mail EXAM APPLICATION to Prometric. Do Not send Fees Prometric, Attention: WA Home Care Aide Program 7941 Corporate Dr. Nottingham, MD 21236 Fax: 800-813-6670	Prometric Email: WAHCA@prometric.com New Prometric Feature: Online Application Benefits Solutions Email: HCA@bsipta.com



Find these Quick links in one location at www.adsa.dshs.wa.gov/professional/training/links

Background Checks	Certification—DOH	Certification Exam—Prometric
<ul style="list-style-type: none"> Background Check Authorization Form Fingerprint Appointment Form BCCU website 	<ul style="list-style-type: none"> Main Website HCA Certification Application Provider Credential Search <p>NW Training Partnership MRC 1-866-371-3200 SEIU Healthcare NW Training Partnership</p>	<ul style="list-style-type: none"> Main Website WA State HCA Examinations Application Form HCA Test Information Bulletin

Training

- [Find a Class/Instructor](#)